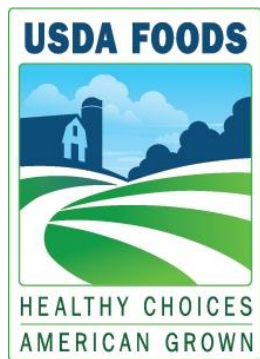


WBSCM RA Training Guide

School Year 2016 - 2017 Edition

This Recipient Agency (RA) Training Guide has been developed to assist our recipients (schools and other organizations) in utilizing USDA's online ordering program – known as Web-Based Supply Chain Management, or WBSCM.

Rhode Island USDA Food Distribution Program



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Important Contact Info

Rhode Island Contacts:

Dennis J. Sullivan

Phone: 401-462-5111

Email: dennis.j.sullivan@doc.ri.gov

Contact Dennis for all questions about USDA Foods and the USDA Foods Program in Rhode Island.

WBSCM Help Desk:

Help Desk Hours: 8:00 AM to 6:00 PM Eastern Time

Phone: 877-WBSCM-4U or 877-927-2648

Email: WBSCMhelp@ams.usda.gov

Contact the WBSCM Help Desk for any trouble you have once you log into the WBSCM system.

eAuth Help Desk:

Help Desk Hours: 8:00 AM to 8:00 PM Eastern Time

Phone: 800-457-3642

Email: eAuthHelpDesk@ftc.usda.gov

Contact the eAuth Help Desk only after contacting the WBSCM help desk. They can only help with trouble logging into your WBSCM account, or re-setting your username and password. The WBSCM help desk is usually able to resolve these issues as well, so try them first.

WHEN THE STATE SETS UP YOUR WBSCM ACCOUNT

YOU WILL RECEIVE THIS EMAIL – Check SPAM

-----Original Message-----

From: WBSCM_USER_REGISTRATION@AMS.USDA.GOV [mailto:WBSCM_USER_REGISTRATION@AMS.USDA.GOV]

Sent: Wednesday, March 16, 2011 1:31 PM

To: Golia, Dom

Subject: Action Required: Register USDA WBSCM User Account

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Dear Dom Golia,

A user account has been created for you on the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) System. In order to access this account, you will need to obtain a username and password from the USDA eAuthentication System.

Important:

The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must be entered in eAuthentication registration forms. Failure to follow this procedure will result in an error message during WBSCM registration.

1. If you do not already have an eAuthentication account, please access <http://www.eauth.egov.usda.gov/eauthCreateAccount.html> to request a Level 1 account.

2. Once your eAuthentication account has been activated, please access the following address to complete your WBSCM registration:

<https://portal.wbrcm.usda.gov/registration?action=init&token=3e%2BSriePBiduvQHpyof%2Fky1NiFBzopGNCZH%2BWBEwJzNvAKign2mrOXeH7nw2AFf%2F>

3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: <http://www.usda.gov/wbrcm>

If you have any questions, please contact your user administrator.

dennis.j.sullivan@doc.ri.gov

This is an automatically generated message. Please do not reply back to this email.

Didn't Receive the Email? Check Spam or Contact Your IT Dept and ask them to make sure this email address is allowed

STEP 1

-----Original Message-----

From: WBSCM_USER_REGISTRATION@AMS.USDA.GOV [mailto:WBSCM_USER_REGISTRATION@AMS.USDA.GOV]

Sent: Wednesday, March 16, 2011 1:31 PM

To: [Golia, Dom](#)

Subject: Action Required: Register USDA WBSCM User Account

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Dear Dom [Golia](#),

A user account has been created for you on the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) System. In order to access this account, you will need to obtain a username and password from the USDA eAuthentication System.

Important:

The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must be entered in eAuthentication registration forms. Failure to follow this procedure will result in an error message during WBSCM registration.

Click on
this link
first

1. If you do not already have an eAuthentication account, please access <http://www.eauth.egov.usda.gov/eauthCreateAccount.html> to request a Level 1 account.

2. Once your eAuthentication account has been activated, please access the following address to complete your WBSCM registration:

<https://portal.wbscm.usda.gov/registration?action=init&token=3e%2BSriepBiduvQHpYof%2Fky1NiFBzopGNCZH%2BWBEWJzNvAKiqn2mrOXeH7nw2AFf%2F>

3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: <http://www.usda.gov/wbscm>

If you have any questions, please contact your user administrator.

dennis.j.sullivan@doc.ri.gov

This is an automatically generated message. Please do not reply back to this email.

Click on "Level 1 Access"



You are here: [eAuthentication Home](#) > [Site Map](#)

Site Map

Links to eAuthentication Services and Information

The eAuthentication Service has new web pages. Please use one of the links below to locate the service you are trying to reach.

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)


- [eAuthentication Home](#)
 - [Site Map](#)
 - [Login or Update Your Account](#)
- [Account Information](#)
 - [What is an Account?](#)
 - [Create an Account](#)
 - [Create a Level 1 Customer Account](#)
 - [Create a Level 2 Customer Account](#)
 - [Find an LRA](#)
 - [Find an Agency Registration Lead](#)
 - [Register an Internal Account](#)
- [General Information](#)
 - [About eAuthentication](#)
 - [Contact Us](#)
 - [eAuthentication Help](#)
 - [Frequently Asked Questions](#)
 - [User Guides & Documentation](#)
- [Self-Service](#)
 - [Change Password](#)
 - [Forgotten Password](#)
 - [Forgotten User ID](#)
- [Administration Links](#)
 - [LRA Information, Training, & Login](#)




Required Requirements:

- 12 - 24 characters long
- At least one uppercase
- At least one lowercase
- At least one number (1 – 9)
- At least one special character
- Passwords cannot be dictionary words

Create Your eAuth Account



United States Department of Agriculture
USDA eAuthentication



EAS

Home About eAuthentication Help Contact Us Find an LRA

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

You are here: [eAuthentication Account Registration](#) > [Account Request Form](#)


Register for Your Account - Level 1

Form Approved OMB No. 0503-0014

Step 1 of 4 - Level 1 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the [eAuthentication Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are red and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Information 


First Name*

Linda

Middle Initial

Last Name*

Hubeny


Contact Information 

Email*

Linda.Hubeny@ct.gov

Confirm Email*

Linda.Hubeny@ct.gov

Login Information 

User ID*


linda.hartford


Password*

••••••••••

Confirm Password*

••••••••••

Security Questions 

Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the  above.

1*

What is the name of your first pet?

Fred

2*

What was your high school mascot?

Bull

3*


Who was your prom date?

Brad Pitt

4*

What is the name of your first school?


Davis




Last Name
Must
Match
WBSCM
Last Name

Email
Must
Match
WBSCM
Email


Click "Submit" Button



United States Department of Agriculture
USDA eAuthentication



EAS
ENTERPRISE
APPLICATION SERVICES



[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

You are here: [eAuthentication Account Registration](#) > Account Request Confirmation

Create an eAuthentication Account

Step 2 of 4 - Level 1 Access Account Verification

If this information is incorrect, please click the edit If the information is correct, please continue by clicking the submit button.

Verify User Information

User ID: linda.hubeny
Name: Linda Hubeny
Email: Linda.Hubeny@ct.gov

Verify Security Questions & Answers


Q: What is the name of your first pet
A: Fred

Q: What was your high school mascot
A: Bull

Q: Who was your prom date
A: Brad Pitt

Q: What is the name of your first school
A: Davis

[Edit](#) [Submit](#)



Check Your Email



United States Department of Agriculture
USDA eAuthentication



Home About eAuthentication Help LRA

Quick Links

▸ What is an account?

▸ **Create an account**

▸ Update your account

Administrator Links

▸ Local Registration
Authority Login

Create an Account

Level 1 Access

Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations

No need to print.
Just make sure the
message says
"Congratulations"
at the bottom.

You Will Receive a 2nd Email

From: eems.support@ocio.usda.gov
To: Hubeny, Linda
Cc:
Subject: eAuthentication: FYI - Instructions to Activate Your USDA Account With Level 1 Access

Wed 8/29/2012 2:55 PM

Didn't Receive the
Email? Check
Spam or Contact
Your IT Dept .

Step 4 of 4 - Instructions to Activate Your USDA Account with Level 1 Access

Congratulations hartford.linda, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 1 access.
2. Click [ACTIVATE MY ACCOUNT](#)

NOTE: If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:

<https://www.eauth.usda.gov/registration/selfRegistrationActivation.aspx?ID=69D58B0AB73C4B65A772A3D044CEFA7F>

The User ID you created is: hartford.linda

The email address you provided is: linda.hubeny@ct.gov

Please retain this information for future reference.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can also view or update your account information by clicking on the eAuthentication [USER ACCOUNT HOME](#) link.

NOTE: If you have trouble accessing your user account home link above, please copy and paste the following URL into your browser address bar:

<https://identitymanager.eems.usda.gov/iam/im/eems/ca12/index.jsp?console.tab=Home>

If you need further assistance, please contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.

Please include the following information in your request:

- Your first and last name
- Your eAuthentication User ID
- The URL (web address) of the website or application you were attempting to access
- The text of any error messages and a detailed description of the problem

Thank You,
-- The USDA eAuthentication Team

Your eAuth Account Has Been Activated!

[Home](#)[About eAuthentication](#)[Help](#)[Contact Us](#)[Find an LRA](#)

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

You are here: [eAuthentication Account Registration](#) > Account Activation

Create an eAuthentication Account

Step 4 of 4 - Account Activated

Your account has been activated with Level 1 Access Please wait 20 minutes from the time of activation before using the account.

eAuthentication Account Information:

User ID: hartford.linda

Email: linda.hubeny@ct.gov

Non-USDA Federal Employees Requesting Level 2 Access

If you are not a USDA Federal Employee and have requested Level 2 Access. You must visit a USDA service center for identity-proofing by a Local Registration Authority (LRA). [Find an LRA](#)

If you cannot find an LRA, contact the ITS Service Desk:

email: eAuthHelpDesk@ftc.usda.gov

Phone: 800-457-3642

STEP 2 – Go Back To The First Email

-----Original Message-----

From: WBSCM_USER_REGISTRATION@AMS.USDA.GOV [mailto:WBSCM_USER_REGISTRATION@AMS.USDA.GOV]

Sent: Wednesday, March 16, 2011 1:31 PM

To: Goia, Dom

Subject: Action Required: Register USDA WBSCM User Account

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Dear Dom Goia,

A user account has been created for you on the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) System. In order to access this account, you will need to obtain a username and password from the USDA eAuthentication System.

Important:

The email address appearing in the To: line of this message, and the last name of the recipient in the greeting line must be entered in eAuthentication registration forms. Failure to follow this procedure will result in an error message during WBSCM registration.

1. If you do not already have an eAuthentication account, please access <http://www.eauth.egov.usda.gov/eauthCreateAccount.html> to request a Level 1 account.

2. Once your eAuthentication account has been activated, please access the following address to complete your WBSCM registration:

<https://portal.wbscm.usda.gov/registration?action=init&token=3e%2BSriepBiduvQHpYof%2Fky1NiFBzopGNCZH%2BWBWJzNvAKiqn2mrOXeH7nW2AFf%2F>

3. Once you have completed your WBSCM registration, please use the following URL for ALL future WBSCM logins: <http://www.usda.gov/wbscm>

If you have any questions, please contact your user administrator.

dennis.j.sullivan@doc.ri.gov

This is an automatically generated message. Please do not reply back to this email.

Now,
click on
the
second
link



Click – “I Agree”



[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

*****WARNING*****

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

*****WARNING*****



Enter the eAuth User ID and Password You Just Created

USDA United States Department of Agriculture
USDA eAuthentication

login : v2
password :

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home > eAuthentication Login

eAuthentication Login

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration
- Authority Login

LincPass (PIV)

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password

User ID:
Password:
[I forgot my User ID | Password](#)

[Change my Password](#)

WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

eAuthentication Home | USDA.gov | Site Map

WBSCM Rules of Behavior

Rules of Behavior

(Version 1.0)

Web Based Supply Chain Management (WBSCM) participants must understand and agree to their information security responsibilities to be allowed access to the WBSCM system. WBSCM rules of behavior for all participants include, but are not limited to, the following:

1. Participants shall understand and comply with United States Department of Agriculture (USDA) policies and procedures, and with federal, state, and local laws.
3. Users shall protect their UserIDs and passwords from disclosure.

☒ Accept

☐ Reject

Submit

Congratulations! You've Made it into WBSCM!

News and Alerts - WBSCM Portal

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Welcome Jane Doe [Log Off](#) **WBSCM**

Home Operations **Admin** Reports Help

News and Alerts | Inbox

News and Alerts | Back Forward

Detailed Navigation

- News and Alerts

Portal Favorites

There are no items to display

[Forums](#) ☒ [My Control Panel](#)

Forum Home

Forum / Category	Views	Topics / Messages	Last Post
WBSCM News and Announcements	120	0 / 0	Mar 8, 2010 1:31 PM
FNS News and Announcements	15	0 / 0	Mar 9, 2010 2:17 PM
FNS News and Announcements (RA)	2	0 / 0	Mar 9, 2010 2:18 PM
USDA Holds and Recalls	35	0 / 0	Mar 9, 2010 2:19 PM

New content since your last visit

Can't see all of these tabs? Follow the instructions on Page 27 to fix this.

MS Internet Explorer 8 or Higher Compatibility & Disable Pop-Up Blocker

First, you want to make sure your settings are correct – follow the steps on these two pages to change them.

News and Alerts - WBSCM Portal - Microsoft Internet Explorer provided by New York State OGS

Address bar: <https://wbscmxtrn.wbscm.usda.gov/irj/portal>

Tools menu options:

- Reopen Last Browsing Session
- Pop-up Blocker
- Manage Add-ons
- Work Offline
- Compatibility View**
- Compatibility View Settings
- Full Screen F11
- Toolbars
- Explorer Bars
- Developer Tools F12
- Suggested Sites
- Diagnose Connection Problems...
- Send to OneNote
- Internet Options

Speech bubble text: Turn Internet Explorer 8 Compatibility View on and disable your Pop-Up Blocker

Page content:

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Home Operations Admin Reports Help

News and Alerts | Inbox

News and Alerts

Detailed Navigation

- News and Alerts

Portal Favorites

Forums

Forum Home

Forum / Category			
WBSCM News and Announcements			
FNS News and Announcements			
FNS News and Announcements (RA)			
USDA Holds and Recalls			


0 0 / 0 Mar 9, 2010 2:18 PM

26 0 / 0 Mar 9, 2010 2:19 PM

New content since your last visit

Get rid of that darn bar that doesn't let you print!

To stop the information bar from blocking file and software downloads

1. Open Internet Explorer by clicking the **Start** button . In the search box, type **Internet Explorer**, and then, in the list of results, click **Internet Explorer**.
2. Click the **Tools** button, and then click **Internet Options**.
3. Click the **Security** tab, and then click **Custom level**.
4. Do one or both of the following:
 - To turn off the Information bar for ActiveX controls, scroll to the **ActiveX controls and plug-ins** section of the list, and then, under **Automatic prompting for ActiveX controls**, click **Enable**.
 - To turn off the Information bar for file downloads, scroll to the **Downloads** section of the list, and then, under **Automatic prompting for file downloads**, click **Enable**.
5. Click **OK**, click **Yes** to confirm that you want to make the change, and then click **OK** again.

The WBSCM Home Page

News and Alerts - WBSCM Portal

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Welcome Jane Doe

Log Off

Home Operations Admin Reports Help

News and Alerts | Inbox

News and Alerts

Detailed Navigation

- News and Alerts





Portal Favorites

There are no items to display

Forums

Forum Home

My Control Panel

Forum / Category	Views	Topics / Messages	Last Post
 WBSCM News and Announcements	120	0 / 0	Mar 8, 2010 1:31 PM
 FNS News and Announcements	15	0 / 0	Mar 9, 2010 2:17 PM
 FNS News and Announcements (RA)	2	0 / 0	Mar 9, 2010 2:18 PM
 USDA Holds and Recalls	35	0 / 0	Mar 9, 2010 2:19 PM

New content since your last visit

News and Announcements from USDA -If Dot is Orange There's New Info

Your name will appear here

Click here when you're done to Log Off

Navigating WBSCM

There are 4 tabs at the top of the WBSCM page – Home, Operations, Admin, Reports, and Help. When you click on one of these tabs, different options will appear in the “Detailed Navigation” column on the left hand side of the page. When you click on the options under the Detailed Navigation column, you will get to different areas, such as “Manage Users” or “Domestic Order Entry”.

To get to these areas more quickly, you can create a “Portal Favorite” – then the link to that area will always show up in the Detailed Navigation Column, no matter where you are in WBSCM.

The screenshot displays the WBSCM interface. At the top, there are five tabs: Home, Operations, Admin, Reports, and Help. The Admin tab is selected, and a red arrow points to it. Below the tabs, there are three main sections: Manage Users, Organization Maintenance, and Master Data. The Manage Users section is active, and a red arrow points to the 'Manage Users' option in the Detailed Navigation column on the left. The main content area shows the 'Manage Users' page for the organization 'Ansonia'. It includes a search bar with 'Search' and 'Reset' buttons. Below the search bar, there is a table of users with columns for First Name, Last Name, and Last Logon Date. The table contains three rows of data. At the bottom of the table, there is a 'Create New User' button.

First Name	Last Name	Last Logon Date
Dan	Ansonia	2011-03-17 09:23:56
Dominick	Golia	
Dan	Sadowski	2011-03-17 10:05:24

Create Portal Favorites

The screenshot shows a web application interface with a top navigation bar containing links: Home, Operations, Admin, Reports, and Help. Below this is a secondary navigation bar with links: Manage Users, Organization Maintenance, and Master Data. The main content area is titled 'Manage Users' and includes a search bar, a 'Search' button, and a 'Reset' button. Below the search bar is a section for 'Organizations' with a dropdown menu showing 'Ansonia'. To the right of the search bar is a 'User Search Criteria' section with a dropdown menu and a 'Search' button. Below this is a table with three columns: First Name, Last Name, and Last Logon Date. The table contains three rows of data. At the bottom of the table is a 'Create New User' button. A context menu is open on the right side of the page, showing options: Open In New Window, Refresh, Personalize, Help, Details, Add to Browser Favorites, and Add to Portal Favorites. A red arrow points to the 'Add to Portal Favorites' button.

Home | Operations | Admin | Reports | Help

Manage Users | Organization Maintenance | Master Data

Manage Users | Back Forward

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users

Portal Favorites

Manage Users

Search Reset

Organizations

- Ansonia

User Search Criteria

Search

First Name	Last Name	Last Logon Date
Dan	Ansonia	2011-03-17 09:23:56
Dominick	Golla	
Dan	Sadowski	2011-03-17 10:05:24

Row 1 of 3

Create New User

Open In New Window

Refresh

Personalize

Help

Details

Add to Browser Favorites

Add to Portal Favorites

CLICK “Expand” Button

Home Operations Admin Reports Help

Manage Users | Organization Maintenance | Master Data

Manage Users [Back](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users**

Portal Favorites

- Manage Users

Manage Users

Search Reset

Organizations

- Ansonia

Ansonia

User Search Criteria

Search Reset

	First Name	Last Name	Last Logon Date
	Dan	Ansonia	2011-03-17 09:23:56
	Dominick	Golia	
	Dan	Sadowski	2011-03-17 12:56:37

Row 1 of 3

Create New User

Portal Favorite Creation Completed

The screenshot displays a web application interface with a top navigation bar containing links: Home, Operations, Admin, Reports, and Help. Below this is a sub-navigation bar with links: Manage Users, Master Data, and Organization Maintenance. The main content area is titled 'Manage Users' and includes a search bar with 'Search' and 'Reset' buttons. A left sidebar contains a 'Detailed Navigation' section with links: Maintain User Profile, User Security Report, and Manage Users (highlighted). Below this is a 'Portal Favorites' section with links: Entitlement/Bonus Summary Report, Maintain Direct-Ship Delivery, and Manage Users (highlighted). A speech bubble points to the 'Manage Users' link in the 'Portal Favorites' section, containing the text: "Manage Users" Portal Favorite.

The main content area also includes a 'User Search Criteria' section with a search bar and 'Search' and 'Reset' buttons. Below this is a table with the following data:

First Name	Last Name	Last Logon Date
Dominick	Golla	

Below the table is a 'Create New User' button. The 'User Details' section is divided into three tabs: Personal data, Role data, and Admin data. The 'Personal data' tab is active, showing the following fields:

UserID: GOLIAD0001
First Name: Dominick
Last Name: Golla
Email: dgolla@ansonla.org
Title: [Dropdown]
Street Address: 20 Putaski Highway
City: Ansonla
Zip Code: 06401
Country: USA
State/Province: Connecticut
Time Zone: [Dropdown]

Company: 0004000744
Phone: 203-736-5009
Fax: 203-736-5068
Mobile Phone: [Text Box]

At the bottom of the 'User Details' section are 'Modify User' and 'Delete User' buttons. A 'Tree Root' button is located at the bottom left of the main content area.

Very Important – Review and Update Your User Profile

This Message will Appear After You Click "Update"

Important – Complete this section to receive Hold/Recall Announcements, then click "Update"

If you don't want to receive WBSCM update emails, check this box and click "update"

Home Operations Admin **Help**

Manage Users Master Data Organization Maintenance

Maintain User Profile ☒ Data was saved successfully [Back](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery Periods
- Manage Users

Name

Title:

First name: *

Last name: *

Address

Street: House Number:

City:

Region / State: Postal Code:

Country:

Communication

Method	Value (Number / E-mail Address)	Recall Contact Preference	
Telephone	<input type="text" value="860-555-5555"/>	Preferred Method #3	
Telephone	<input type="text" value="860-555-1234"/>	Preferred Method #2	
Email address	<input type="text" value="dom.golia@anson.org"/>	Preferred Method #1	
	<input type="text"/>		

Opt out from order change notification emails?: ☐

What to do if you can't see all the tabs at the top of the page:

Click on the box next to the person's name and their information will appear below

If you only see Home, Admin and Help at the top of the page, you'll need to change your "Current Roles." To do this, go to "Manage Users " and follow these steps.

Note: if you change your email and last name on this page, it must match the email and last name on your eAuth account or you will be locked out – if you want to do this, call the WBSCM help desk to walk you through the steps.

The screenshot shows the 'Manage Users' interface. At the top, there are tabs: Home, Operations, Admin, and Reports. Below these are sub-tabs: Manage Users, Master Data, and Organization Maintenance. The 'Manage Users' sub-tab is active. On the left, there is a 'Detailed Navigation' sidebar with links: Maintain User Profile, User Security Report, and Manage Users. The 'Manage Users' link is highlighted with a red arrow. Below the sidebar is a 'Portal Favorites' section. The main content area shows a search for 'Ansonia' and a table of users. The first user, 'Dominick Golla', is highlighted. A red arrow points to the box next to the user's name. Below the table is a 'User Details' section with tabs: Personal data, Role data, and Admin data. The 'Personal data' tab is active. A red arrow points to the 'Role data' tab. The 'User Details' section contains various fields for user information, including UserID, First Name, Last Name, Email, Title, Street Address, City, Zip Code, Country, State/Province, and Time Zone. At the bottom, there are 'Modify User' and 'Delete User' buttons.

First Name	Last Name	Last Logon Date
Dominick	Golla	

Personal data		Role data		Admin data	
UserID:	GOLIAD0001	Company:	0004000744		
First Name:	Dominick	Phone:	203-736-5009		
Last Name:	Golla	Fax:	203-736-5068		
Email:	dgolla@ansonla.org	Mobile Phone:			
Title:					
Street Address:	20 Putaski Highway				
City:	Ansonia				
Zip Code:	06401				
Country:	USA				
State/Province:	Connecticut				
Time Zone:					

MAKING SURE ORG ADMIN & ORDER MANAGER ARE IN CURRENT ROLES

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Welcome Mr. Dan Sadowski [Log Off](#) **WB**

[Home](#) [Operations](#) [Admin](#) [Reports](#) [Help](#)

[Manage Users](#) | [Organization Maintenance](#) | [Master Data](#)

Manage Users [Back](#)

Detailed Navigation

- [Maintain User Profile](#)
- [User Security Report](#)
- **[Manage Users](#)**

Portal Favorites

Tree Root

Row 1 of 3

[Create New User](#)

User Details

[Role data](#) [Admin data](#)

Current Roles


<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	View-Only - RA
<input type="checkbox"/>	
<input type="checkbox"/>	

Row 1 of 3

[Modify User](#) [Delete User](#)

If Order Manager Isn't in "Current Roles" – Add it

"User Updated Successfully" will Appear After "Save" Button is Clicked. All the tabs should now be visible at the top of the page.

 User Updated Successfully.

	Dominick	Golia	
<input checked="" type="checkbox"/>	Dan	Sadowski	2011-03-16 13:11:03
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Row 1 of 2

Create New User

User Details

Personal data

Role data

Admin data

Available Roles

<input type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	User Admin - RA
<input checked="" type="checkbox"/>	View-Only - RA
<input type="checkbox"/>	

Row 1 of 4

Add

Remove

Current Roles

<input type="checkbox"/>	User Admin - RA
<input checked="" type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	
<input type="checkbox"/>	

Row 1 of 2

Save

Cancel

ADMIN DATA TAB

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Welcome Mr. Dan Sadowski [Log Off](#) **WB**

[Home](#) [Operations](#) [Admin](#) [Reports](#) [Help](#)

[Manage Users](#) | [Organization Maintenance](#) | [Master Data](#)

Manage Users | [Back](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- **Manage Users**

Portal Favorites

Tree Root

Row 1 of 3

[Create New User](#)

User Details

Personal data **Admin data**

User Locked: ☐

Reason Locked:

[Resend New User Email](#)

[Modify User](#) [Delete User](#)

NEVER LOCK USER

SETUP WBSCM ACCOUNTS FOR YOUR STAFF

*You only need to follow these steps if you need to set up accounts for other staff at your school or organization.
Otherwise, skip ahead to page 40.*

Manage Users Will Display the People that are Assigned to Your District in WBSCM

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Welcome Dan Sadowski [Log Off](#)

Home Operations **Admin**

Manage Users | Master Data | Organization Maintenance

Manage Users

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users**

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery Periods
- Manage Users

Manage Users

Search Reset

Organizations

- Ansonia

Ansonia

User Search Criteria Search Reset

First Name	Last Name	Last Logon Date
Dominick	Golia	

Row 1 of 1

Create New User

If You Created a Portal Favorite – It's Just One Click!

Creating a New User

Home Operations Admin Reports Help

Manage Users Master Data Organization Maintenance

Manage Users [Back](#) [Forward](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery Periods
- Manage Users

Manage Users

Search Reset

Organizations

- Ansonia

Ansonia

User Search Criteria Search Reset

First Name	Last Name	Last Logon Date
Dominick	Golia	

Row 1 of 1

Create New User

Creating a New User – Personal Data Tab

The screenshot shows a web application interface for managing users. The top navigation bar includes tabs for Home, Operations, Admin, Reports, and Help. Below this, a sub-navigation bar shows Manage Users, Master Data, and Organization Maintenance. The main content area is titled "Manage Users" and includes a "Back" and "Forward" link. On the left, there is a "Detailed Navigation" sidebar with links to Maintain User Profile, User Security Report, and Manage Users. Below this is a "Portal Favorites" section with links to Entitlement/Bonus Summary Report, Maintain Direct-Ship Delivery Periods, and Manage Users. The main content area is divided into two sections. The top section, titled "Ansonia", contains a search bar and a "Search" button. Below this is a table with columns for First Name, Last Name, and Last Logon Date. The table contains one row with the name "Dominick Golla". A "Create New User" button is located below the table. The bottom section, titled "User Details", contains three tabs: Personal data, Role data, and Admin data. The "Personal data" tab is selected, and a red arrow points to it. This tab contains a form with fields for UserID, First Name, Last Name, Email, Title, Street Address, City, Zip Code, Country, State/Province, Time Zone, Company, Phone, and Mobile Phone. The "Company" field is pre-filled with "0004000744". At the bottom of the form are "Save" and "Cancel" buttons.

Home Operations Admin Reports Help

Manage Users Master Data Organization Maintenance

Manage Users | Back Forward

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery Periods
- Manage Users

Organizations

- Ansonia

Ansonia

User Search Criteria Search Reset

First Name	Last Name	Last Logon Date
Dominick	Golla	

Row 1 of 1

Create New User

User Details

Personal data Role data Admin data

UserID: Company: 0004000744

First Name: Phone:

Last Name: Fax:

Email: Mobile Phone:

Title:

Street Address:

City:

Zip Code:

Country: State/Province:

Time Zone:

Save Cancel

Tree Root

Creating a New User – Personal Data Tab

The screenshot shows a web application interface for creating a new user. The top navigation bar includes links for Home, Operations, Admin, Reports, and Help. Below this, a breadcrumb trail shows Manage Users | Master Data | Organization Maintenance. The left sidebar contains a Detailed Navigation menu with options like Maintain User Profile, User Security Report, and Manage Users (which is highlighted). Below the sidebar is a Portal Favorites section. The main content area is titled 'Manage Users' and includes a 'Create New User' button. The 'User Details' section has three tabs: Personal data, Role data, and Admin data. The 'Personal data' tab is active, showing various input fields for user information. A red arrow points to the 'First Name' field, which contains the text 'User'. A callout bubble with the text 'Email & Last Name Must Match eAuth Account' points to the 'Email' and 'Last Name' fields. The 'Email' field contains 'user.test@anonia.org' and the 'Last Name' field contains 'Test'. Other fields include 'Last Name' (Test), 'Email' (user.test@anonia.org), 'Title' (Mr.), 'Street Address' (123 Street), 'City' (Ansonia), 'Zip Code' (00000), 'Country' (USA), 'State/Province' (Connecticut), 'Time Zone', 'Company' (0004000744), 'Phone' (860-555-5555), 'Fax', and 'Mobile Phone'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Home Operations Admin Reports Help

Manage Users | Master Data | Organization Maintenance

Manage Users

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery Periods
- Manage Users

Row 1 of 1

Create New User

User Details

Personal data Role data Admin data

First Name: * User

Last Name: * Test

Email: * user.test@anonia.org

Title: Mr.

Street Address: 123 Street

City: Ansonia

Zip Code: 00000

Country: * USA

State/Province: Connecticut

Time Zone:

Company: 0004000744

Phone: 860-555-5555

Fax:

Mobile Phone:

Save Cancel

Tree Root

Email & Last Name Must Match eAuth Account

Creating a New User – Role Data Tab

The screenshot displays the 'Manage Users' application interface. The top navigation bar includes 'Home', 'Operations', 'Admin', 'Reports', and 'Help'. Below this, a secondary bar shows 'Manage Users', 'Organization Maintenance', and 'Master Data'. The left sidebar contains 'Detailed Navigation' with links to 'Maintain User Profile', 'User Security Report', and 'Manage Users', and 'Portal Favorites' with links to 'Entitlement/Bonus Summary Report', 'Maintain Direct-Ship Delivery', and 'Manage Users'. The main content area is titled 'Manage Users' and includes a 'Create New User' button. Below this is the 'User Details' section, which has two tabs: 'Role data' (selected) and 'Admin data'. The 'Role data' tab shows two tables: 'Available Roles' and 'Current Roles'. The 'Available Roles' table lists four roles: 'Order Manager - RA', 'Org Admin - RA', 'User Admin - RA', and 'View-Only - RA'. A red arrow points from a callout bubble to the 'Order Manager - RA' role. Another red arrow points from this role to the 'Add' button. The 'Current Roles' table lists three roles: 'Org Admin - RA', 'Order Manager - RA', and 'View-Only - RA'. A 'Remove' button is located between the two tables. A callout bubble with the text 'Make Sure to Add Order Manager & Org Admin' points to the 'Order Manager - RA' role in the 'Available Roles' table.

Home | Operations | Admin | Reports | Help

Manage Users | Organization Maintenance | Master Data

Manage Users | Back

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users

Portal Favorites

- Entitlement/Bonus Summary Report
- Maintain Direct-Ship Delivery
- Manage Users

Row 1 of 3

Create New User

User Details

Role data | Admin data

Available Roles

<input type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	User Admin - RA
<input type="checkbox"/>	View-Only - RA

Row 1 of 4

Add

Remove

Current Roles

<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	View-Only - RA

Row 1 of 3

Make Sure to Add Order Manager & Org Admin

Creating a New User - Save

Home Operations Admin Reports Help

Manage Users | Organization Maintenance | Master Data

Manage Users | [Back](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users

Portal Favorites

Row 1 of 3

Create New User

User Details

Personal data Role data Admin data

Available Roles

<input type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	User Admin - RA
<input type="checkbox"/>	View-Only - RA

Row 1 of 4

Current Roles

<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	View-Only - RA

Row 1 of 3

Save Cancel

Root

When you click "Save" the New User email will automatically be sent to the new user

User Created Successfully

The screenshot displays a web application interface for user management. At the top, there is a navigation bar with tabs: Home, Operations, Admin, Reports, and Help. Below this, a breadcrumb trail shows 'Manage Users' | Organization Maintenance | Master Data. The main content area is titled 'Manage Users' and includes a 'Back' link. On the left, a 'Detailed Navigation' sidebar lists 'Maintain User Profile', 'User Security Report', and 'Manage Users' (which is highlighted). Below this is a 'Portal Favorites' section. The main area contains a 'Create New User' button and a 'User Details' section with tabs for 'Personal data', 'Role data', and 'Admin data'. The 'Role data' tab is active, showing 'Available Roles' and 'Current Roles' lists. The 'Available Roles' list includes 'Order Manager - RA', 'Org Admin - RA', 'User Admin - RA', and 'View-Only - RA'. The 'Current Roles' list includes 'Org Admin - RA', 'Order Manager - RA', and 'View-Only - RA'. Between these lists are 'Add' and 'Remove' buttons. At the bottom left, a 'Tree Root' button is visible. A green information icon and the text 'User Created Successfully.' are displayed at the bottom of the main area. A speech bubble points to this message with the text 'This Message Will Appear'.

Home Operations Admin Reports Help

Manage Users | Organization Maintenance | Master Data

Manage Users | [Back](#)

Detailed Navigation

- Maintain User Profile
- User Security Report
- Manage Users

Portal Favorites

Row 1 of 3

Create New User

User Details

Personal data Role data Admin data

Available Roles

<input type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	User Admin - RA
<input type="checkbox"/>	View-Only - RA

Row 1 of 4

Add

Remove

Current Roles

<input type="checkbox"/>	Org Admin - RA
<input type="checkbox"/>	Order Manager - RA
<input type="checkbox"/>	View-Only - RA

Row 1 of 3

Tree Root

User Created Successfully.

This Message Will Appear

NEW USER WILL RECEIVE EMAIL

THE NEW USER WILL START AT PAGE 5

Finding Entitlement

Running an Entitlement Summary Report

1. Log in to WBSCM
2. Click on the "Reports" tab at the top of the page
3. Click "Entitlement Management" in the left hand column
4. Click "Entitlement/Bonus Summary Report"

The screenshot displays the USDA Web-Based Supply Chain Management (WBSCM) portal. The browser address bar shows <https://portal.wbscm.usda.gov/>. The page header includes the USDA logo, "United States Department of Agriculture", "Web-Based Supply Chain Management", and a welcome message "Welcome Rosie K".

The navigation tabs at the top are: Home, Operations, Admin, **Reports**, and Help. The "Reports" tab is selected, and a red arrow points to it.

Below the tabs, the "Entitlement/Bonus Summary Report" link is highlighted in the main navigation area, with a red arrow pointing to it.

The "Detailed Navigation" sidebar on the left shows a tree structure under "Entitlement Management":

- Entitlement Management
 - RA Entitlement/Bonus Detail Report
 - Entitlement/Bonus Summary Report**
 - Multi-Food Received Shipment Report
 - Requisition Status Report
 - Redistribution/Redonation Detail Report
 - Value of Commodities Received - RA
 - Value of Materials Received - Multi-Food
 - Multi-Food Requisition Report
 - Domestic Ship-To Contacts Report

A red arrow points to the "Entitlement/Bonus Summary Report" link in this sidebar.

The main content area displays the "Reports : Input Criteria" section for the "Entitlement/Bonus Summary Report". It includes a "Reset Values" button and a "Show Variants" link. The input criteria are as follows:

Field	Value	Action
Program: *		Copy
Program Year: *		To
SDA Region Code:		To
RA / SDA Number:	4006867	To
Sold-To State:		To

3. Fill in "nslp" for the Program
4. Fill in "2017" for the Program Year (for School Year 2016-2017)
5. Click "Print PDF output"

The screenshot shows a web application interface for generating reports. At the top is a navigation bar with tabs: Home, Operations, Admin, Reports, and Help. Below this is a breadcrumb trail: Order Processing > Entitlement/Bonus Summary Report. On the left is a sidebar with a 'Detailed Navigation' section containing a list of reports: Entitlement Management (with sub-items RA Entitlement/Bonus Detail Report and Entitlement/Bonus Summary Report), Multi-Food Received Shipment Report, Received Shipment Report, Requisition Status Report, Value of Materials Received - Multi-Food, Value of Materials Received - Domestic & Pr, and Multi-Food Requisition Report. Below this is a 'Portal Favorites' section with a link to Manage Users. The main content area is titled 'Reports : Input Criteria' and contains two buttons: 'Execute' and 'Print PDF Output'. A red arrow points to the 'Print PDF Output' button. Below the buttons is the 'Entitlement/Bonus Summary Report' form. It has a 'Reset Values' button and several input fields: 'Program: *' with value 'nslp', 'Program Year: *' with value '2016', 'SDA Region Code:' (empty), 'RA / SDA Number:' with value '4000744', and 'Sold-To State:' (empty). Each field has a copy icon. There are also 'To' fields for the Program Year and Sold-To State, which are currently empty. Red arrows indicate the flow of data from the 'Program' and 'Program Year' fields to their respective 'To' fields. A 'Variants' link is at the bottom right.

Home Operations Admin Reports Help

Order Processing

Entitlement/Bonus Summary Report

Detailed Navigation

- Entitlement Management
 - RA Entitlement/Bonus Detail Report
 - Entitlement/Bonus Summary Report
- Multi-Food Received Shipment Report
- Received Shipment Report
- Requisition Status Report
- Value of Materials Received - Multi-Food
- Value of Materials Received - Domestic & Pr
- Multi-Food Requisition Report

Portal Favorites

- Manage Users

Reports : Input Criteria

Execute Print PDF Output

Entitlement/Bonus Summary Report

Reset Values

Program: * nslp

Program Year: * 2016 To

SDA Region Code:

RA / SDA Number: 4000744

Sold-To State: To

Variants

6. Click “Open”

The screenshot displays a web application interface with a navigation menu on the left and a main content area. The navigation menu includes sections like "Detailed Navigation" and "Portal Favorites". The "Entitlement/Bonus Summary Report" is selected in the "Detailed Navigation" section. The main content area shows a "Reports : Input Criteria" section with buttons for "Execute" and "Print PDF Output". Below this is a form titled "Entitlement/Bonus Summary Report" with fields for "Program", "Program Year", "SDA Region Code", "RA / SDA Number", and "Sold-To State". A "File Download" dialog box is overlaid on the form, asking "Do you want to open or save this file?". The dialog shows a PDF icon, the file name "EntitlementBonusSummaryReport...0329.pdf", the type "Adobe Acrobat 7.0 Document", and the source "portal.wbscr.a.gov". The dialog has "Open", "Save", and "Cancel" buttons. A red arrow points to the "Open" button. At the bottom of the dialog, there is a warning message: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)".

Home Operations Admin Reports Help

Order Processing

Entitlement/Bonus Summary Report

Detailed Navigation

- Entitlement Management
 - RA Entitlement/Bonus Detail Report
 - Entitlement/Bonus Summary Report
- Multi-Food Received Shipment Report
- Received Shipment Report
- Requisition Status Report
- Value of Materials Received - Multi-Food
- Value of Materials Received - Domestic & Pr
- Multi-Food Requisition Report

Portal Favorites

Manage Users

Reports : Input Criteria

Execute Print PDF Output

Entitlement/Bonus Summary Report

Reset Values

Program: * NSLP

Program Year: * 2012

SDA Region Code: *

RA / SDA Number: 4000744

Sold-To State: *

File Download

Do you want to open or save this file?

Name: EntitlementBonusSummaryReport...0329.pdf

Type: Adobe Acrobat 7.0 Document

From: portal.wbscr.a.gov

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Entitlement/Bonus Summary Report Details

Home Operations

Order Processing

Entitlement/Bonus Summary

Entitlement Management

- RA Entitlement/Bonus Data
- Entitlement/Bonus Summary

Multi-Food Received Shipment

Received Shipment Report

Requisition Status Report

Value of Materials Received -

Value of Materials Received -

Multi-Food Requisition Report

Entitlement/Bonus Summary Report

Model Tree

Signatures

Attachments

Comments

Adobe Acrobat Professional - [EntitlementBonusSummaryReport_20110329[1].pdf]

File Edit View Document Comments Tools Advanced Window Help

Create PDF Comment & Markup Send for Review Secure Sign Forms

Select Object Data Tool 79% Help

Entitlement/Bonus Summary Report

Sold-To	Program	Year	Beg. Ent. Balance	DOD Fresh Amount	Ent. Order Total	Ent. Pounds	Ending Balance	Bonus Order Total	Bonus Pounds
4000744 Ansonia Ansonia, CT	NSLP	2012	\$73,597	\$50,000	\$15,331	8,445	\$8,266	\$0	0
1 Record(s)					\$15,331	8,445	\$8,266	\$0	0

This is the dollar amount of USDA Foods that your school/organization is entitled to for this year.

This is the entitlement dollar amount that you've spent on USDA Foods already.

This is the amount of entitlement remaining that you can still spend.

The first page of the report is nonsense – scroll to page 2, and this is what you'll see.

2 of 2

USDA Foods Catalog Worksheet

The USDA Foods Catalog Worksheet is NOT found in WBSCM. It is a spreadsheet, available in Excel and as a PDF, that the Rhode Island FDP creates each year to help schools plan their order. This spreadsheet will be emailed out to food service managers when the catalog opens each year in January or February, and it will also be available on the program website (<http://.html>).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	This worksheet shows the products available, the date(s) each product will be delivered to the warehouse, and the per case entitlement cost of each product. "NA" indicates that the product is not available for delivery.																	
2	If you view the spreadsheet in Excel, you can enter the number of cases you would like to order in the blue boxes. The sheet will automatically tally the total entitlement cost in the green box.																	
3	Enter # of Cases requesting in the Light Blue boxes.																	
4	Entitlement dollars and Cases will self total.																	
5	Date of Delivery to the Warehouse:																	
6	Code	Description (click on the links to view product factsheets)	Entitlement Cost/Case	Entitlement Cost of Order	# of Cases Ordered	7/15/13	7/31/13	8/15/13	8/31/13	9/15/13	9/30/13	10/15/13	10/31/13	11/15/13	11/30/13	12/15/13	1/15/14	1/31/14
7	POULTRY																	
8	100101	CHICKEN DICED CTN-40 LB	\$94.58	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
9	100117	CHICKEN FAJITA STRIPS CTN-30 LB	\$59.92	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
10	110080	CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	\$70.95	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
11	100046	EGGS WHOLE FRZ CTN-6/5 LB	\$32.96	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
12	100119	TURKEY TACO FILLING CTN-30 LB	\$53.93	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
13	100121	TURKEY BREAST DELI FRZ CTN-40 LB	\$81.04	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
14	100125	TURKEY ROASTS FRZ CTN-32-48 LB	\$79.60	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
15	MEAT																	
16	100187	PORK HAM WATERBURY SLC FRZ PKG-8/5 LB	\$69.74	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
17	100158	BEEF FINE GROUND FRZ CTN-40 LB	\$89.12	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
18	110350	BEEF 100% PTY 85/15 FRZ 1.5MMA CTN-40 LB	\$92.88	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
19	110346	BEEF 100% PTY 90/10 FRZ 2.0MMA CTN-40 LB	\$107.50	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
20	110321	BEEF SPP PTY HSTYLE CKD 1.5MMA CTN-40 LB	\$88.67	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
21	110322	BEEF SPP PTY HSTYLE CKD 2.0MMA CTN-40 LB	\$88.67	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
22	BEANS																	
23	100359	BEANS BLACK TURTLE CAN-6/10	\$15.04	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
24	100370	BEANS RED KIDNEY CAN-6/10	\$17.29	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
25	100362	BEANS REFRIED CAN-6/10	\$19.40	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
26	100360	BEANS GARBANZO CAN-6/10	\$15.94	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
27	100373	BEANS GREAT NORTHERN CAN-6/10	\$15.80	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
28	FROZEN VEGETABLES																	
29	100351	BEANS GREEN FRZ CTN-30 LB	\$17.02	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
30	110282	BROCCOLI FRZ PKG-6/5 LB	\$28.50	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
31	100352	CARROTS FRZ CTN-30 LB	\$17.91	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
32	100348	CORN FRZ CTN-30 LB	\$17.38	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
33	100350	PEAS GREEN FRZ CTN-30 LB	\$19.79	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
34	100358	POTATOES ROUNDS FRZ PKG-6/5 LB	\$14.60	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
35	100355	POTATOES WEDGE FRZ PKG-6/5 LB	\$15.03	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
36	100353	SWEET POTATOES RANDOM CUT FRZ PKG-6/5 LB	\$17.17	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
37	CANNED VEGETABLES																	
38	100307	BEANS GREEN CAN-6/10	\$14.32	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

USDA Foods Catalog Worksheet

This worksheet shows the products available, the date(s) each product will be delivered to the warehouse, and the per case entitlement cost of each product. "NA" indicates that the product is not available for delivery.

If you view the spreadsheet in Excel, you can enter the number of cases you would like to order in the blue boxes. The sheet will automatically tally the total entitlement cost in the green box.

Enter # of Cases requesting in the Light Blue boxes.

Entitlement dollars and Cases will self total.

Code	Description (click on the links to view product factsheets)	Entitlement Cost/Case	Entitlement Cost of Order	# of Cases Ordered	Date of Delivery to the Warehouse:											
					7/15/13	7/31/13	8/15/13	8/31/13	9/15/13	9/30/13	10/15/13	10/31/13	11/15/13	11/30/13	12/15/13	1/15/14
POULTRY																
100101	CHICKEN DICED CTN-40 LB	\$94.58	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100117	CHICKEN FAJITA STRIPS CTN-40 LB	\$59.92	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
110080	CHICKEN OVEN ROASTED CTN-40 LB	\$70.95	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100046	EGGS WHOLE FRZ CTN-30 LB	\$32.96	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100119	TURKEY TACO FILL CTN-40 LB	\$9.93	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100121	TURKEY BREAST CTN-40 LB	\$10.04	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100125	TURKEY ROASTS CTN-40 LB	\$10.00	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
MEAT																
100187	PORK HAM WATER CTN-40 LB	\$24.00	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100158	BEEF FINE GROUND CTN-40 LB	\$12.00	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
110350	BEEF 100% PTY 85/15 CTN-40 LB	\$22.88	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
110346	BEEF 100% PTY 90/10 F CTN-40 LB	\$107.50	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
110321	BEEF SPP PTY HSTYLE CKD 2 CTN-40 LB	\$88.67	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
110322	BEEF SPP PTY HSTYLE CKD 2 CTN-40 LB	\$88.67	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
BEANS																
100359	BEANS BLACK TURTLE CAN-6/10	\$15.04	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100370	BEANS RED KIDNEY CAN-6/10	\$17.29	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100362	BEANS BEFRIED CAN-6/10	\$19.40	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100360	BEANS GARBANZO CAN-6/10	\$15.94	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100373	BEANS GREAT NORTHERN CAN-6/10	\$15.80	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
FROZEN VEGETABLES																
100351	BEANS GREEN FRZ CTN-30 LB	\$17.02	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
110282	BROCCOLI FRZ PKG-6/5 LB	\$28.50	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100352	CARROTS FRZ CTN-30 LB	\$17.91	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100348	CORN FRZ CTN-30 LB	\$17.38	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100350	PEAS GREEN FRZ CTN-30 LB	\$19.79	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100358	POTATOES ROUNDS FRZ PKG-6/5 LB	\$14.60	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100355	POTATOES WEDGE FRZ PKG-6/5 LB	\$15.03	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100353	SWEET POTATOES RANDOM CUT FRZ PKG-6/5 LB	\$17.17	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
CANNED VEGETABLES																
100307	BEANS GREEN CAN-6/10	\$14.32	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100313	CORN WHOLE KERNEL (IQ) CAN-6/10	\$16.50	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100329	TOMATO DICED CAN-6/10	\$14.83	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
FROZEN FRUIT																
100258	APPLE SLICES FRZ CTN-30 LB	\$26.03	\$0.00	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

SY 13-14 Catalog Worksheet

The available products are listed here – clicking on the links will open up the product fact sheet in your web browser.

The blue boxes show the dates that the product will be delivered to the warehouse – fill in the number of cases you'd like in these boxes. You'll have 4 months from this date to get all of your cases from the warehouse to your school.

If you use the excel version of the sheet, the total number of cases of the product will self-total here...

...and the cost of your order of that product will self-total here. Scroll down further, and a green grand total box at the bottom will keep track of the cost of your full order.

Entering an Order for Delivery to the Warehouse In WBSCM

Once you have planned your order by finding your entitlement and filling out your catalog worksheet, you're ready to log back into WBSCM and place that order.

Tip: WBSCM will log you out after a few minutes of inactivity. If you are logged out while you are placing an order (you stop to answer the phone, get a drink of water, etc.), you will lose everything you've put in your cart.

Therefore, we suggest breaking your order up into multiple small orders. For example, working off your catalog worksheet, put all your frozen vegetables in your cart, and then go through the steps to page 61 (when you see the order confirmation page). Then go back to page 48 and put all your canned vegetables in your cart, etc. There is no limit on the number of separate orders you place – just as long as it all adds up to your entitlement amount (plus 5%) in the end.

Domestic Order Entry

1. Click the "Operations" tab at the top of the page
2. Under the Detailed Navigation box on the left hand side of the page, click "Order Management"
3. Under "Order Management, click "Domestic Order Entry"

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Order Processing

Domestic Order Entry

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Portal Favorites

My Transactions Catalog Entitlement

Transaction in Process





Product Catalog

Quick Search

Search

Extended Search

[+]TEFAP
 [+]CACFP
 [+]SFSP
 [-]NSLP
 [-]Direct Delivery
 [+]Meat
 [+]Poultry
 [+]Fish
 [+]Vegetables
 [+]Beans (Canned and Dry)
 [-]Fruits (Canned, Dried, Fresh, Frozen)
 Entitlement
 [+]Juice

Overview		Product		Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity	Product Number (Program / Sub-Area)	Name					
<div></div> <div>CS</div>	<div></div> 100296 (NSLP / Entitlement)	FRUIT AND NUT MIX DRIED PKG-5/5 LB	55.28 USD	01/16/2013 - 08/31/2013	10/03/2012	1456.000	
<div></div> <div>CS</div>	<div></div> 100293 (NSLP / Entitlement)	RAISINS BOX-144/1.33 OZ	20.24 USD	01/16/2013 - 08/31/2013	10/03/2012	2964.000	
<div></div> <div>CS</div>	<div></div> 100294 (NSLP / Entitlement)	RAISINS CTN-30 LB	35.70 USD	01/16/2013 - 08/31/2013	10/03/2012	1380.000	
<div></div> <div>CS</div>	100295 (NSLP / Entitlement)	RAISINS PKG-24/15 OZ	30.45 USD	01/16/2013 - 08/31/2013	10/03/2012	1728.000	
<div></div> <div>CS</div>	110161 (NSLP / Entitlement)	FRUIT MIX DRIED PKG-5/5 LB	52.73 USD	01/16/2013 - 08/31/2013	10/03/2012	1456.000	

Tip:
 All of this stuff won't appear until you've followed all these steps. If you see a message that says "No Products Found", don't worry! You just haven't finished following the steps listed here!

4. In the lighter blue column, click "NSLP"
5. Under "NSLP", click "Direct Delivery"
6. Click on the product category you want
7. Under the product category, click "Entitlement"
8. Now, products should appear!

Select "All" to View All Items in the Catalog

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Portal Favorites

My Transactions **Catalog** **Entitlement** **Transaction in Process**

Product Catalog

Quick Search [Search](#)

[Extended Search](#)

[+]TEFAP
[+]CACFP
[+]SFSP
[-]NSLP
[-]Direct Delivery
[+]Meat
[+]Poultry
[+]Fish
[+]Vegetables
[+]Beans (Canned and Dry)
[-]Fruits (Canned, Dried, Fresh, Frozen)
Entitlement
[+]Juice
[+]Cheese
[+]Grains
[+]Pasta/Rice
[+]Flour
[+]Oils
[+]Peanut/Sunflower
[+]Processing Div

Entitlement

Overview	Product	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
Quantity	Product Number (Program / Sub-Area)	Name			
<input type="text"/> CS	100296 (NSLP / Entitlement)	FRUIT AND NUT MIX DRIED PKG-5/5 LB	55.28 USD	01/16/2013 - 08/31/2013	10/03/2012 1456.000
<input type="text"/> CS	100293 (NSLP / Entitlement)	RAISINS BOX-144/1.33 OZ	20.24 USD	01/16/2013 - 08/31/2013	10/03/2012 2964.000
<input type="text"/> CS	100294 (NSLP / Entitlement)	RAISINS CTN-30 LB	35.70 USD	01/16/2013 - 08/31/2013	10/03/2012 1380.000
<input type="text"/> CS	100295 (NSLP / Entitlement)	RAISINS PKG-24/15 OZ	30.45 USD	01/16/2013 - 08/31/2013	10/03/2012 1728.000
<input type="text"/> CS	110161 (NSLP / Entitlement)	FRUIT MIX DRIED PKG-5/5 LB	52.73 USD	01/16/2013 - 08/31/2013	10/03/2012 1456.000

Products Per Page

5
10
25
50
All

Select All to ensure you view all the items under this category

Select Shopping Cart Icon

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Portal Favorites

My Transactions **Catalog** | **Entitlement** **Transaction in Process**

Product Catalog

Quick Search

Ext

DON'T ENTER ANYTHING HERE!

[+]TEFAP
[+]CACFP
[+]SFSP
[-]NSLP
[-]Direct Delivery
[+]Meat
[+]Poultry
[+]Fish
[+]Vegetables
[+]Beans (Canned and Dry)
[-]Fruits (Canned, Dried, Fresh, Frozen)
Entitlement
[+]Juice
[+]Cheese
[+]Grains
[+]Pasta/Rice
[+]Flour
[+]Oils
[+]Peanut/Sunflower
[+]Processing Diversion

Entitlement

Quantity	Product	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
CS	FRUIT AND NUT MIX DRIED PKG-5/5 LB	55.28 USD	01/16/2013 - 08/31/2013	10/03/2012	1456.000
CS	100293 (NSLP / Entitlement) RAISINS BOX-144/1.33 OZ	20.24 USD	01/16/2013 - 08/31/2013	10/03/2012	2964.000
CS	100294 (NSLP / Entitlement) RAISINS CTN-30 LB	35.70 USD	01/16/2013 - 08/31/2013	10/03/2012	1380.000
CS	100295 (NSLP / Entitlement) RAISINS PKG-24/15 OZ	30.45 USD	01/16/2013 - 08/31/2013	10/03/2012	1728.000
CS	110161 (NSLP / Entitlement) FRUIT MIX DRIED PKG-5/5 LB	52.73 USD	01/16/2013 - 08/31/2013	10/03/2012	1456.000

Products Per Page All

Find the product you want to order, and click on the shopping cart icon next to it.

Enter Quantity & Move to Cart

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Portal Favorites

My Transactions Catalog Entitlement Transaction in Process

Product Catalog

Quick Search [Search](#)

[Extended Search](#)

[+]TEFAP
[+]CACFP
[+]SFSP
[-]NSLP
[-]Direct Delivery
[+]Meat
[+]Poultry
[+]Fish
[+]Vegetables
[+]Beans (Canned and Dry)
[-]Fruits (Canned, Dried, Fresh, Frozen)
Entitlement
[+]Juice
[+]Cheese
[+]Grains
[+]Pasta/Rice
[+]Flour
[+]Oils
[+]Peanut/Sunflower
[+]Processing Diversion

Product Details

Product Number: 110161
Name: FRUIT MIX DRIED PKG-5/5 LB
Price: 52.73 USD
Full Truck Load Quantity: 1456.0 CS

Enter the quantity you'd like delivered to the warehouse for you for each delivery date (look at your catalog worksheet!)

Delivery Date	Quantity	Delivery Date	Quantity	Delivery Date	Quantity
01/31/2013	5	02/15/2013		02/28/2013	
03/15/2013		03/31/2013		04/15/2013	
04/30/2013		05/15/2013		05/31/2013	
06/15/2013		06/30/2013		07/15/2013	
07/31/2013		08/15/2013		08/31/2013	10

[Move to Cart](#)

When you've entered the number of cases you want, click "Move the Cart"

When you're ready to submit your Order

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Portal Favorites

- [+]TEFAP
- [+]CACFP
- [+]SFSP
- [-]NSLP
 - [-]Direct Delivery
 - [+]Meat
 - [+]Poultry
 - [+]Fish
 - [+]Vegetables
 - [+]Beans (Canned and Dry)
 - [-]Fruits (Canned, Dried, Fresh, Frozen)
 - Entitlement**
 - [+]Juice
 - [+]Cheese
 - [+]Grains
 - [+]Pasta/Rice
 - [+]Flour
 - [+]Oils
 - [+]Peanut/Sunflower
 - [+]Processing Diversion

My Transactions **Catalog** | **Entitlement**

Product Catalog

Quick Search [Search](#)

[Extended Search](#)

View Cart: 2 Item(s) to the value of 790.92 USD

Entitlement

Quantity	Product Number (Program / Sub-Area)	Name	Price	Delivery Period	Order Due No Later Than	Full-Truck Load Quantity
<input type="text"/> CS	100296 (NSLP / Entitlement)	FRUIT AND NUT MIX DRIED PKG-5/5 LB	55.28 USD	01/16/2013 - 08/31/2013	10/03/2012	1456.000
<input type="text"/> CS	100293 (NSLP / Entitlement)	RAISINS BOX-144/1.33 OZ	20.24 USD	01/16/2013 - 08/31/2013	10/03/2012	2964.000
<input type="text"/> CS	100294 (NSLP / Entitlement)	RAISINS CTN-30 LB	35.70 USD	01/16/2013 - 08/31/2013	10/03/2012	1380.000
<input type="text"/> CS	100295 (NSLP / Entitlement)	RAISINS PKG-24/15 OZ	30.45 USD	01/16/2013 - 08/31/2013	10/03/2012	1728.000
<input type="text"/> CS	110161 (NSLP / Entitlement)	FRUIT MIX DRIED PKG-5/5 LB	52.73 USD	01/16/2013 - 08/31/2013	10/03/2012	1456.000

Products Per Page All

Tip: As you add items to your cart, you will see the quantity and value increase here. Each date counts as an "Item."

You can continue adding items to your cart (pages 50 and 51). When you're done adding items, click "View Cart" to continue on and process your order.

To Expand the View

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My Transactions Catalog Entitlements

Transactions

Search For: Orders
Status: Open
Creation Date: Since Yesterday
ID Type: Transaction
ID:

Go

Order: In Process

Sold-To: 4000582
Your Reference:
Your Description:

Default Delivery Settings For Items
Deliver To:

Total Net Price: 790.92 USD

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).
To change the destination on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".

Once you have selected the update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
<input type="checkbox"/>	100	<input type="checkbox"/>	110161	5	CS	NSLP	Entitlement	FRUIT MIX DRIED PKG-5/5 LB	Ready for Approval	01/31/2013	263.64 USD 210.91 USD / 100 L
<input type="checkbox"/>	200	<input type="checkbox"/>	110161	10	CS	NSLP	Entitlement	FRUIT MIX DRIED PKG-5/5 LB	Ready for Approval	08/31/2013	527.28 USD 210.91 USD / 100 L

Update Add more to order Cancel Order

Click hide navigator button (that sidewise triangle) to hide this view and make your items easier to see.

Then, click this triangle to see the expanded details for each of the items in your cart.

Changing Deliver To Location

Domestic Order Entry

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- SDA Entitlement Budgeting for NSLP

My Transactions | Catalog | Entitlement

View Cart: 2 Item(s) to the value of 184.28 USD

Order: In Process

Sold-To: 4000582
Customer Number: 4000582
Subject: [VT AHS/DCF/Donated Foods](#)
Your Reference:
Your Description:

Total Net Price: 184.28 USD

Default Delivery Settings For Items

Deliver To:

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).
To change the destination on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".

Once you have selected the update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
100	<input type="checkbox"/>	100351	10	CS	NSLP	Entitlement	BEANS GREEN FRZ CTN-30 LB	Ready for Approval	12/15/2013	150.45 USD 50.15 USD / 100 LB
<div>* Deliver To:</div> <div>Your Message To Us:</div> <div>5000130: LUCKY DAY POULTRY FARM, PLAINFIELD, VT 5003530: REINHART FOODSERVICE, COLCHESTER, VT 5003536: REINHART FOODSERVICE, BURLINGTON, VT 5001608: VERMONT FOODBANK, BARRE, VT 5003803: Vermont Foodbank-Brattleboro Facility, BRATTLEBORO, VT</div>										
200	<input type="checkbox"/>	50309	2					approval	02/15/2014	33.83 USD 42.82 USD / 100 LB
<div>* Deliver To:</div> <div>Your Message To Us:</div>										

Under each item, you now see a "Deliver To" box. Click on that box, and select the warehouse you want this item delivered to.

The current USDA Foods storage and Delivery Contractor (Central Distribution Center) now has just one warehouse – this is the only delivery location you will see, but you still need to select it!

Click Update to save the deliver to locations

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My Transactions Catalog | Entitlement View Cart: 2 Item(s) to the value of 184.28 USD

Order: In Process

Customer Number: 4000382
Subject: VT AHS/DCF/Donated Foods
Your Reference:
Your Description:

Default Delivery Settings For Items

Deliver To:

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).
To change the destination on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".

Once you have selected the update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

Item	Deliver To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
100	<input type="checkbox"/>	100351	10	CS	NSLP	Entitlement	BEANS GREEN FRZ CTN-30 LB	Ready for Approval	12/15/2013	150.45 USD 50.15 USD / 100 LB
<p>* Deliver To: 5003530: REINHART FOODSERVICE, COLCHESTER, VT</p> <p>Your Message To Us: <input type="text"/></p>										
200	<input type="checkbox"/>	100309	2	CS	NSLP	Entitlement	CARROTS CAN-6/10	Ready for Approval	02/15/2014	33.83 USD 42.82 USD / 100 LB
<p>* Deliver To: 5003536: REINHART FOODSERVICE, BURLINGTON, VT</p> <p>Your Message To Us: <input type="text"/></p>										

Update Add more to order Cancel Order

After you've selected the correct warehouse for each item, click "Update" or the Delivery Location won't "stick"

Or, you can assign one delivery location to all your items at once...

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Domestic Order Entry

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Portal Favorites

My Transactions Catalog Entitlement

View Cart: 2 Item(s) to the value of 790.92 USD

Order: In Process

Sold-To: 4000582

Your Reference:

Your Description:

Total Net Price: 790.92 USD

Default Delivery Settings For Items

Deliver To: 5000130: LUCKY DAY POULTRY FARM, PLAINFIELD, VT

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).
To change the destination on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".

Once you have selected the update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

Tip: Checking this box will check the box next to all of your items.

Item	Deliver-To Selection	Product	Description	User Status	Requested Delivery Date	Total Price Unit Price
100	<input checked="" type="checkbox"/>	CS NSLP Entitlement	FRUIT MIX DRIED PKG-5/5 LB	Ready for Approval	01/31/2013	263.64 USD 210.91 USD / 100 LB
* Deliver To: <input type="text"/> Your Message To Us: <input type="text"/>						
200	<input checked="" type="checkbox"/>	110161 10 CS NSLP Entitlement	FRUIT MIX DRIED PKG-5/5 LB	Ready for Approval	08/31/2013	527.28 USD 210.91 USD / 100 LB
* Deliver To: <input type="text"/> Your Message To Us: <input type="text"/>						

Update

Add more to order Cancel Order

After Changes Are Made – Click "Update" or the Delivery Location won't get assigned.

If all or most of your items are going to the same warehouse, you can assign the deliver to locations all at once, by selecting the right location up top, and then putting a check mark next to each item that's going to that location. When you hit "update" that location will appear under each item you selected.

Update Quantity or Delete Items

Home Operations Admin Reports Help

Order Processing

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My Transactions Catalog Entitlement [View Cart: 2 Item\(s\) to the value of 790.92 USD](#)

Order: In Process

Sold-To: 4000582 Total Net Price: 790.92 USD

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

To change the destination on multiple line items; 1) Choose the "Deliver-To Selection" checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox for all line items, 2) Change the destination, 3) Click "Update".

To change the destination on individual line items; 1) Click the "Deliver-To Selection" checkbox for the line item to be updated, 2) Change the destination, 3) Click "Update".

Once you have selected the update button and the line item, the order level will be blank.

Item	Deliver-To Selection	Product	Quantity	Unit	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price		
100	<input type="checkbox"/>	110161	5	CS	NSLP	Entitlement	FRUIT MIX DRIED PKG-5/5 LB	Ready for Approval	01/31/2013	263.64 USD 210.91 USD / 100 LB	<input type="checkbox"/>
<p>* Deliver To: 5000130: LUCKY DAY POULTRY FARM, PLAINFIELD, VT <input type="text"/></p> <p>Your Message To Us: <input type="text"/></p>											
200	<input type="checkbox"/>	110161	10	CS	NSLP	Entitlement	FRUIT MIX DRIED PKG-5/5 LB	Ready for Approval	08/31/2013	527.80 USD 210.91 USD / 100 LB	<input type="checkbox"/>
<p>* Deliver To: 5000130: LUCKY DAY POULTRY FARM, PLAINFIELD, VT <input type="text"/></p> <p>Your Message To Us: <input type="text"/></p>											

[Update](#)

You can change the quantity of cases in your order here. But, you can't change the quantity to zero...

After any changes are made, click "update" again, or these changes won't "stick"

...if you want to delete an item, put a check mark in the box under the trash can.

Adding More Items To Your Cart

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My TransactionsCatalogEntitlement

View Cart: 2 Item(s) to the value of 790.92 USD

Order: In Process

Sold-To: 4000582

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).

To change the destination on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".

Once you have selected the update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price
100	<input type="checkbox"/>	1101	5	LB			50 PKG-5/5 LB	Ready for Approval	01/31/2013	263.64 USD 210.91 USD / 100 LB
* Deliver To: Your										
	<input type="checkbox"/>							approval	08/31/2013	527.28 USD 210.91 USD / 100 LB

Update

Add more to orderCancelOrder

If you want to add more items, click this button. DO NOT try to add more items by just clicking "Domestic Order Entry" on the left hand side of the page – since you haven't submitted this cart yet, you would loose everything in it if you did that.

Remember: You can always create another order later, so if you're happy with these items, it's best to go ahead and submit this order now, then create a new order to add the rest of your items.

Submitting Your Order

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Portal Favorites

[My Transactions](#) [Catalog](#) | [Entitlement](#) [View Cart: 2 Item\(s\) to the value of 790.92 USD](#)

Order: In Process

Sold-To: 4000582

Your Reference:

Your Description:

Total Net Price: **790.92 USD**

Default Delivery Settings For Items

Deliver To:

To change the destination on multiple line items; 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for those line items to be updated, 3) Click "Update" (Tip: to update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).

To change the destination on individual line items; 1) Expand the line items display below for a line item, 2) Select the new destination, 3) Click "Update".

Once you have selected the update button and the line items that you selected have been updated, the Deliver-to at the header level will be blank.

<input type="checkbox"/>	Item	Deliver-To Selection	Product	Quantity	Unit	Program	Sub-Area	Description	User Status	Requested Delivery Date	Total Price Unit Price	
<input type="checkbox"/>	100	<input type="checkbox"/>	110161	<input type="text" value="5"/>	CS	NSLP	Entitlement	FRUIT MIX DRIED PKG-5/5 LB	Ready for Approval	01/31/2013	263.64 USD 210.91 USD / 100 LB	<input type="checkbox"/>
<div>* Deliver To: <input type="text" value="5000130: LUCKY DAY POULTRY FARM, PLAINFIELD, VT"/></div> <div>Your Message To Us: <input type="text"/></div>												
<input type="checkbox"/>	200	<input type="checkbox"/>	110161	<input type="text" value="10"/>	CS	NSLP	Entitlement	FRUIT MIX DRIED PKG-5/5 LB	Ready for Approval	08/31/2013	527.28 USD 210.91 USD / 100 LB	<input type="checkbox"/>
<div>* Deliver To: <input type="text" value="5000130: LUCKY DAY POULTRY FARM, PLAINFIELD, VT"/></div> <div>Your Message To Us: <input type="text"/></div>												

Update

Add more to order

Cancel

Order

Take a last look. Are your quantities right? Did you select the right delivery locations? Did you hit "Update" after making changes? If so, click "Order" to place this order!

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Portal Favorites

My Transactions Catalog Entitlement

View Cart: 2 Item(s) to the value of 790.92 USD

Order: In Process

Sold-To: 4000582

Your Reference:

Your Description:

Default Delivery Settings For Items

Deliver To:

To change the destination on multiple line items: 1) Choose a destination above, 2) Check the "Deliver-To Selection" checkbox for update all line items, check the "Deliver-To Selection" checkbox from the table header row below to check all items).
To change the destination on individual line items: 1) Expand the line items display below for a line item, 2) Select the new destination.









Once you have selected the update button and the line items that you selected have been updated, the Deliver-to at the header level

Message from webpage

Do you really want to send the order?

Click "OK" to process your order.

Tip: If you click "Cancel" at this step, you will lose your whole shopping cart.

	Item	Deliver-To Selection	Product	Quantity		User Status	Requested Delivery Date	Unit Price	
	100		110161	5		Ready for Approval	01/31/2013	263.64 USD 210.91 USD / 100 LB	
<div>* Deliver To: 5000130: LUCKY DAY POULTRY FARM, PLAINFIELD, VT</div> <div>Your Message To Us: <input type="text"/></div>									
	200		110161	10	CS NSLP Entitlement	FRUIT MIX DRIED PKG-5/5 LB	Ready for Approval	08/31/2013	527.28 USD 210.91 USD / 100 LB
<div>* Deliver To: 5000130: LUCKY DAY POULTRY FARM, PLAINFIELD, VT </div> <div>Your Message To Us: <input type="text"/></div>									

Update

Add more to order

Cancel

Order

Confirmation of Receipt

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Portal Favorites

My Transactions **Catalog** **Entitlement** **Transaction in Process**

Confirmation of receipt

Sold-To: 4000582

Order: 1000081153 from 09/04/2012 12:10
Your Reference:
Your Description:

Net Price: 790.92 USD

Item	Item Details	QTY	Unit	User Status	Total Price Unit Price
100	110161 : FRUIT MIX DRIED PKG-5/5 LB Delivery Point: 5000130: LUCKY DAY POULTRY FARM, PLAINFIELD, VT , PLAINFIELD, VT Requested Delivery Date:01/31/2013	5.000	CS	Ready for Approval	\$263.64 USD 210.91 USD / 100 LB
200	110161 : FRUIT MIX DRIED PKG-5/5 LB Delivery Point: 5000130: LUCKY DAY POULTRY FARM, PLAINFIELD, VT , PLAINFIELD, VT Requested Delivery Date:08/31/2013	10.000	CS	Ready for Approval	\$527.28 USD 210.91 USD / 100 LB

Print **Close**

Is everything correct? If not, you must contact the RI FDP as soon as possible (401-462-5111) to have your order declined.

Click here to print the Confirmation Page for your records

IMPORTANT: If you don't get to this confirmation page, you haven't completed your order!!

Running A Requisition Status Report

The Requisition Status Report shows school's the current status of their order. It can be used to see if ordered items have been submitted to USDA or cancelled, if delivery dates have been changed, or if items have been delivered to the warehouse.

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Requisition Status Report [Back](#)

Detailed Navigation

- Entitlement Management
 - Multi-Food Received Shipment Report
 - Received Shipment Report
 - Requisition Status Report**
 - Value of Materials Received - Multi-Food
 - Value of Materials Received - Domestic
 - Multi-Food Requisition Report

Portal Favorites

- Manage Users

Reports : Input Criteria

[Execute](#) [Print PDF Output](#)

Requisition Status Report

[Reset Values](#)

Program:

Req. Delivery Date: To

Material: To

Sold-To Party:

Ship-To Party:

Region: To

Requisition Number: To

Requisition Status:

Sales Order Number: To

Entitlement / Bonus:

[Variants](#)

1. Once you've logged into WBSCM, click on the "Reports" tab near the top of the page.
2. In the "Detailed Navigation" box, click on "Requisition Status Report"

Home

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Order Processing

Requisition Status Report

Detailed Navigation

Entitlement Management

Multi-Food Received Shipment Report

Requisition Status Report

Redistribution/Redonation Detail Report

Value of Commodities Received - RA

Value of Materials Received - Multi-Food

Multi-Food Requisition Report

Portal Favorites

Reports : Input Criteria

Execute

Print PDF Output

Requisition Status Report

Reset Values

Show Variants

Program:

NSLP

Req. Delivery Date:

07/01/2015

To

06/30/2016

Material:

To

Sold-To Party:

Ship-To Party:

Region:

To

Req/Redist. Number:

To

Req/Redist. Doc.Type:

Req/Redist. # Status:

Req. Entitle / Bonus:

Sales Order Number:

To

Purchase Order:

To

Shipment Receipt Date:

To

3. Under “Reports: Input Criteria” fill in the following information:
 - Enter “NSLP” for Program
 - Enter the dates for this school year for “Requested Delivery Date” – for the School Year starting August 2015, enter “07/01/3015” to “06/30/2016”
 - You do not need to fill in any of the other boxes!

4. Click “Print PDF Output” – this will create a PDF document that you can read on your computer. You do not need to be hooked up to a printer to click this button.

Requisition Status Report - SAP NetWeaver Portal - Windows Internet Explorer

https://portal.wbscm.usda.gov/

File Edit View Favorites Tools Help

Requisition Status Report - SAP NetWeaver Portal

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Welcome Mary Krueger Log Off WBSM

Home Operations Admin Reports Help

Order Processing

Requisition Status Report

Detailed Navigation

- Entitlement Management
- Multi-Food Received Shipment Report
- Received Shipment Report
- Requisition Status Report**
- Redistribution/Redonation Detail Report
- Value of Commodities Received - RA
- Value of Materials Received - Multi-Food
- Order Status Report
- NW Delivery Calendar Report
- Stocks at Subcontractor
- Value of Materials Received - Domestic
- Multi-Food Requisition Report
- Domestic Price Support Report
- Material Outlay Report

Portal Favorites

- Consolidate Requisitions
- List of Materials
- Manage RA Catalog Views
- Manage Users
- Requisition Status Report
- SDA Entitlement Budgeting for NSLP

Reports : Input Criteria

Execute Print PDF Output

Requisition Status Report

Reset Values

Program: NSLP

Req. Delivery Date: 07/01/20

Material:

Sold-To Party: 4006731

Ship-To Party:

Region:

Req/Redist. Number:

Req/Redist. Doc.Type:

Req/Redist. # Status:

Req. Entitle / Bonus:

Sales Order Number:

Purchase Order:

Shipment Receipt Date:

To To

File Download

Do you want to open or save this file?

Name: RequisitionStatusReport 0130425.pdf

Type: Adobe Acrobat Document (3.6KB)

From: portal.wbscm.usda.gov

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

5. When the file download box pops up, click "Open"

Requisition Status Report - SAP NetWeaver Portal - Windows Internet Explorer

https://portal.wbscm.usda.gov/

File Edit View Favorites Tools Help

Requisition Status Report - SAP NetWeaver Portal

USDA United States Department of Agriculture
Web-Based Supply Chain Management

Welcome Mary Krueger Log Off WBSM

Home Operations Admin Reports Help

Order Processing

Requisition Status Report

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- Entitlement M
- Multi-Food Rece
- Received Shipm
- Requisition St
- Redistribution/R
- Value of Comm
- Value of Mater
- Order Status Re
- NW Delivery Cat
- Stocks at Subod
- Value of Mater
- Multi-Food Requ
- Domestic Price S
- Material Outlay R

Portal Favorites

- Consolidate Req
- List of Materials
- Manage RA Cat
- Manage Users
- Requisition Statu
- SDA Entitlement

RequisitionStatusReport_20130425[1].pdf - Adobe Reader

File Edit View Window Help

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Tools Sign Comment

Requisition Status Report

User : KRUEGERM0001 Mary Krueger

Selection Criteria :

Program	[IS] [Equal to] NSLP
Req. Delivery Date	[IS] [Between ... and ...] 07/01/2013 & 06/30/2014
Material	All
Sold-To Party	[IS] [Equal to] 4006731
Ship-To Party	All
Region	All
Req/Redist. Number	All
Req/Redist. Doc.Type	All
Req/Redist. # Status	All
Req. Entitle / Bonus	All
Sales Order Number	All
Purchase Order	All
Shipment Receipt Date	All

Description : The Requisition Status Report provides the current status of the requisition along with the Req. Order and Line Item #, Delivery Period, Program, Entitlement/Bonus designation, Quantity, Ship-to # and Name, Material, Value, Sales Order and Line Item #,

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Done

The PDF of the Requisition Status Report will open up. The first page will look like this – it's nonsense – scroll through to the second page!

Requisition Status Report

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- Entitlement Management
- Multi-Food Requisition
- Received Shipments
- Requisition Status Report
- Redistribution/Requisition
- Value of Commodities
- Value of Materials
- Order Status Report
- NW Delivery Calendar
- Stocks at Subcontractor
- Value of Materials
- Multi-Food Requisition
- Domestic Price Schedule
- Material Outlay Report

Portal Favorites

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- List of Materials
- Manage RA Categories
- Manage Users
- Requisition Status Report
- SDA Entitlement Management

RequisitionStatusReport_20130425[1].pdf - Adobe Reader

File Edit View Window Help

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Tools Sign Comment

Requisition Status Report

Req./Redis. Order/Item Type	Req. Redis. Status	Delivery Period	Program	Ent. (E) Bonus (B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000097874 200 ZREQ	Ready for Approval	11/30/2013	NSLP	E	20	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100101 CHICKEN DICED CTN-40 LB	\$1,928.88		
1000097874 300 ZREQ	Ready for Approval	09/15/2013	NSLP	E	30	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	\$2,173.50		
1000097874 400 ZREQ	Ready for Approval	12/15/2013	NSLP	E	30	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	\$2,173.50		
1000097874 500 ZREQ	Approved by SDA	08/31/2013	NSLP	E	35	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100046 EGGS WHOLE FRZ CTN-6/5 LB	\$934.50	5000163721 100	Approved by SDA
1000097874 600 ZREQ	Approved by SDA	07/31/2013	NSLP	E	22	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRZ CTN-40 LB	\$1,782.97	5000164872 100	Approved by SDA
1000097874 700 ZREQ	Ready for Approval	03/31/2014	NSLP	E	15	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRZ CTN-40 LB	\$1,215.66		
1000097874 800 ZREQ	Approved by SDA	09/30/2013	NSLP	E	26	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100125 TURKEY ROASTS FRZ CTN-32-48 LB	\$1,822.29	5000163749 100	Approved by SDA
1000097874 900 ZREQ	Ready for Approval	12/15/2013	NSLP	E	15	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100119 TURKEY TACO FILLING CTN-30 LB	\$828.00		

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The “Req./ Redis. Status” column shows the current status of your order for that item. “Ready for Approval” means the order has been submitted to the State, but the State has not yet submitted the order to USDA. “Approved by SDA” means the State has submitted the order to USDA. “Cancelled” means that the State or USDA cancelled your order for this item. Throughout the year, you will see other status messages listed here, such as “On Invitation” and “Purchased”, as USDA moves through the procurement process for these items.

Requisition Status Report

RequisitionStatusReport_20130425[1].pdf - Adobe Reader

File Edit View Window Help

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Tools Sign Comment

Requisition Status Report

Req./Redist. Order/Item Type	Req. / Redist. Status	Deliver Period	Program	Ent. (E) Bonus (B)	Order Qty	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000097874 200 ZREQ	Ready for Approval	11/30/2013	NSLP	E	20	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100101 CHICKEN DICED CTN-40 LB	\$1,928.88		
1000097874 300 ZREQ	Ready for Approval	09/15/2013	NSLP	E	30	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	\$2,173.50		
1000097874 400 ZREQ	Ready for Approval	12/15/2013	NSLP	E	30	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	\$2,173.50		
1000097874 500 ZREQ	Approved by SDA	08/31/2013	NSLP	E	35	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100046 EGGS WHOLE FRZ CTN-6/5 LB	\$934.50	5000163721 100	Approved by SDA
1000097874 600 ZREQ	Approved by SDA	07/31/2013	NSLP	E	22	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRZ CTN-40 LB	\$1,782.97	5000164872 100	Approved by SDA
1000097874 700 ZREQ	Ready for Approval	03/31/2014	NSLP	E	15	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRZ CTN-40 LB	\$1,215.66		
1000097874 800 ZREQ	Approved by SDA	09/30/2013	NSLP	E	26	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100125 TURKEY ROASTS FRZ CTN-32-48 LB	\$1,822.29	5000163749 100	Approved by SDA
1000097874 900 ZREQ	Ready for Approval	12/15/2013	NSLP	E	15	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100119 TURKEY TACO FILLING CTN-30 LB	\$828.00		

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Once the Status has changed to “Approved by SDA”, check the “Delivery Period” column and the “Order Qty” column to see if there have been any changes.

- For some items, the state may have moved a delivery period forward or back in order to share a truck with a neighboring state.
- Larger schools may notice that the quantity they ordered was adjusted up or down by a few cases – this allows the State to order a full truckload.

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Requisition Status Report

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- Domestic Price Sheet
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Portal Favorites

- Consolidate Requisition
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- Manage RA Categories
- Manage Users
- Requisition Status Report
- SDA Entitlement

RequisitionStatusReport_20130425[1].pdf Adobe Reader

File Edit View Window Help

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Tools Sign Comment

Requisition Status Report

Req./Redist. Order/Item Type	Req. / Redist. Status	Delivery Period	Program	Ent. (E) Bonus (B)	Order Qty.	UoM	Ship-To	Material	Order value	Sales Order & Item #	Order Status
1000097874 200 ZREQ	Ready for Approval	11/30/2013	NSLP	E	20	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100101 CHICKEN DICED CTN-40 LB	\$1,928.88		
1000097874 300 ZREQ	Ready for Approval	09/15/2013	NSLP	E	30	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	\$2,173.50		
1000097874 400 ZREQ	Ready for Approval	12/15/2013	NSLP	E	30	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	110080 CHICKEN OVEN ROASTED FRZ 8 PC CTN-30 LB	\$2,173.50		
1000097874 500 ZREQ	Approved by SDA	08/31/2013	NSLP	E	35	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100046 EGGS WHOLE FRZ CTN-6/5 LB	\$934.50	5000163721 100	Approved by SDA
1000097874 600 ZREQ	Approved by SDA	07/31/2013	NSLP	E	22	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRZ CTN-40 LB	\$1,782.97	5000164872 100	Approved by SDA
1000097874 700 ZREQ	Ready for Approval	03/31/2014	NSLP	E	15	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRZ CTN-40 LB	\$1,215.66		
1000097874 800 ZREQ	Approved by SDA	09/30/2013	NSLP	E	26	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100125 TURKEY ROASTS FRZ CTN-32-48 LB	\$1,822.29	5000163749 100	Approved by SDA
1000097874 900 ZREQ	Ready for Approval	12/15/2013	NSLP	E	15	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100119 TURKEY TACO FILLING CTN-30 LB	\$828.00		

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If you'd like, you can print or save this report for future reference.

Running A Value of Commodities Received – RA Report

The Value of Commodities Received Report shows schools the Value of the USDA Foods they have received during a certain time period. Business Managers often ask for this information at the end of the School Year, and this is a report the Food Service Manager can run to provide that information.

The screenshot displays the WBSCM interface. At the top, a navigation bar includes tabs for Home, Operations, Admin, Reports, and Help. Below this, a sub-header reads 'Order Processing'. The main content area is divided into two primary sections: 'Detailed Navigation' on the left and 'Reports : Input Criteria' on the right.

Detailed Navigation: This sidebar lists various reports under the 'Entitlement Management' category. The report 'Value of Commodities Received - RA' is highlighted with a red arrow pointing to it.

Reports : Input Criteria: This section contains the 'Value of Commodities Received - RA' report title. Below the title is a 'Reset Values' button. To the right of the title is a 'Show Variants' link. The input criteria are organized into two columns:

Program:	<input type="text"/>		<input type="text"/>
Actual Delivery Date:	<input type="text"/>	To	<input type="text"/>
Req. Delivery Date:	<input type="text"/>	To	<input type="text"/>
Material:	<input type="text"/>	To	<input type="text"/>
Sold-To Party:	<input type="text"/>		<input type="text"/>
Ship-To Party:	<input type="text"/>		<input type="text"/>

Each input field is accompanied by a small icon (a diamond or a document) and a yellow arrow pointing to the right.

Portal Favorites: This section at the bottom left lists various administrative tasks, including 'Consolidate Requisitions', 'List of Materials', 'Manage RA Catalog Views', 'Manage Users', 'Redistribute Order Quantities', 'Requisition Status Report', and 'SDA Entitlement Budgeting for NSLP'.

1. Once you've logged into WBSCM, click on the "Reports" tab near the top of the page.
2. In the "Detailed Navigation" box, click on "Value of Commodities Received -RA"


The screenshot shows the USDA Web-Based Supply Chain Management portal. The browser address bar displays <https://portal.wbscm.usda.gov/>. The page title is "Value of Commodities Received - RA". The navigation menu includes "Home", "Operations", "Admin", "Reports", and "Help". The "Reports" menu is expanded, showing "Order Processing" and "Value of Commodities Received - RA". The "Detailed Navigation" sidebar lists various reports, with "Value of Commodities Received - RA" selected. The "Portal Favorites" sidebar lists links like "Consolidate Requisitions", "List of Materials", and "Manage RA Catalog Views". The main content area is titled "Reports : Input Criteria" and contains the "Value of Commodities Received - RA" form. The form includes a "Reset Values" button and a "Show Variants" link. The input fields are as follows:



Field	Value
Program:	NSLP
Actual Delivery Date:	
Req. Delivery Date:	07/01/2013 To 09/30/2013
Material:	
Sold-To Party:	4006621
Ship-To Party:	



1. Fill in "NSLP" for Program
2. Fill in the dates you'd like to check under "Req. Delivery Date"
3. Sold-To Party should be filled in with your RA ID number already.
4. Click "Print PDF Output" (You don't need to be hooked up to a printer to do this!)



Reset Values


[Show Variants](#)


Program: 

Actual Delivery Date:  To 

Req. Delivery Date:  To 

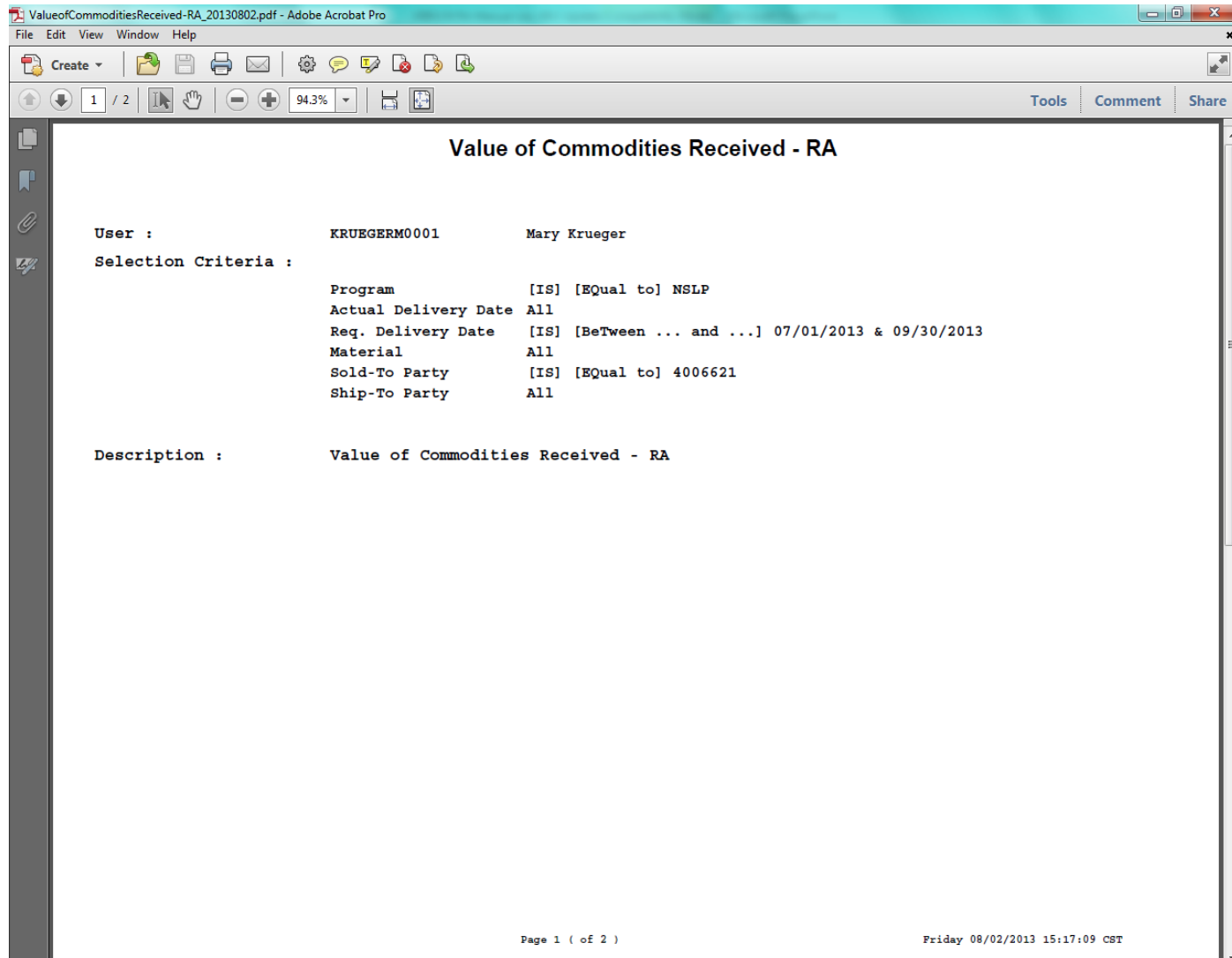
Material:  To 

Sold-To Party: 

Ship-To Party: 

Do you want to open or save ValueofCommoditiesReceived-RA_20130802.pdf (6.34 KB) from portal.wbscm.usda.gov?

1. Click "Open"



1. The first page of the report is nonsense – use the arrow keys or the scroll bar to scroll down to page 2.

ValueofCommoditiesReceived-RA_20130802.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create

94.3%

Tools Comment Share

Value of Commodities Received - RA

Sold-To		Sold-To Name								
4006621										
Req./Redist. Order/Item Type	Est. /Act. Received Date	Program	Ent. (E) Bonus (B)	Ordered Qty.	UoM	Ship-To	Material	Order value	Unit Value	Sales Order & Item#
1000102898 500 ZREQ	07/31/2013	NSLP	E	17	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100101 CHICKEN DICED CTN-40 LB	\$1,882.31	\$2.77	5000168706 100
1000102898 1000 ZREQ	07/31/2013	NSLP	E	32	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100121 TURKEY BREAST DELI FRZ CTN-40 LB	\$2,495.87	\$1.95	5000164872 100
1000102898 1600 ZREQ	07/31/2013	NSLP	E	76	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100021 CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	\$4,250.83	\$1.86	5000166061 100
1000102917 600 ZREQ	07/31/2013	NSLP	E	20	CS	5003530 REINHART FOODSERVICE COLCHESTER VT	100021 CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	\$1,118.64	\$1.86	5000166061 100
4 Record(s)				145		\$9,747.650				

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1. At the bottom of the report, you will see the total value of the USDA Foods you received during this time period.
2. You can save or print this report for your records.

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